



## Educational Course Application

Environmental & Regulatory Services  
201 W. Washington Avenue  
P.O. Box 7837  
Madison, WI 53707-7837  
Phone: (608) 266-7874

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Use this form to request review of an educational course relating to the educational requirements for credentialed individuals (see list below). **Print all information clearly.** **Attach** a detailed explanation of how this course relates to the job responsibilities of the credential(s) area you are seeking continuing education credit. **Attach** a complete course outline to this application. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject. If submitting a correspondence course, also submit the handout(s) and/or video(s). Send a copy of the completed application form and attachments to the address above at least 30 days prior to the date the course will be offered.

Business Information (if applicable)
FEIN (Federal Employer Identification Number):
Business Name:
Division:
No. & Street or P.O. Box:
City, Town or Village, State, Zip + 4 Code:
Country If Other Than United States:
Telephone No. (include area code):
If available, Fax No. (include area code):
If Available, Internet Address:

Applicant Information (if applicable)
Applicant's Social Security No:
Applicant's Name (First, Middle and Last):
Home Address No. & Street or P.O. Box:
City, Town or Village, State, Zip + 4 Code:
Country If Other Than United States:
Home Telephone No. (include area code):
If Available, Home Fax No. (include area code):
If Available, Home Internet Address:

Fill in the Course Name/Title:	
Check or Circle the # of years the course will be held:    1    2    3	Check box if you want a renewal notice: <input type="checkbox"/>
Check the box in front of the credential categories to which the course listed above should apply. <b>Note:</b> Not all Comm 5 related credentials require continuing education.	
<input type="checkbox"/> Aboveground Tank System Installer Certification	<input type="checkbox"/> Site Assessor Certification
<input type="checkbox"/> Underground Tank System Installer Certification	<input type="checkbox"/> Tank System Liner Certification
<input type="checkbox"/> Tank System Inspector Certification	<input type="checkbox"/> Tank System Remover-Cleaner Certification

**Additional Requirements On Reverse Side →**

**Course Application Content:** The Educational Course Application (ERS-9156-A) for Comm 5 and Comm 10

Continuing Education approval requires that the applicant attach a *complete course outline* to the application. Courses for educational credit shall relate to the respective credential's specific field of interest. If a course is viewed by the bureau as primarily a promotion of a specific manufacturer or product, the course application will be denied. The course content must provide an actual training experience. The following is a guide to clarify what the *complete course outline* must contain for the reviewer to evaluate.

1. A list of specific topics to be covered in the program.
2. The total length of the course, and the length of time on each subject (in 1/2 hour increments, i.e. 30 minutes, 60 minutes, 90 minutes, etc.)
3. A statement of program goal(s) and performance objectives achieved in the program.
4. Identification of instructors by topic, along with the instructor's specific qualifications in the topic area.
5. Identification of the instructional methods and materials to be used in the course.
6. The evaluation instrument used to assess student achievement of performance objectives.
7. All proposed revisions to previously approved course outlines must be reviewed and approved by the division at least 30 days prior to implementation.

Courses may be divided into short, independent courses so that a participant may receive credit for specific hours attended or completed. For example, a 12-hour course may be divided into four 3-hour courses. Students could attend or complete one course for three hours of credit, two for six hours of credit, etc. If the course is divided into short independent courses, submit a separate Educational Course Application for each part. If the course is a seminar or workshop a person must attend the entire course approved for specific hours of credit, not arriving late or leaving early.

**Responsibilities of Course Provider:** Course providers shall maintain an attendance record of those individuals who have completed the course for at least three years from the date when the course was held. The attendance record shall include the course name, the course identification number, the date the course was held, the name of each attendee, and the attendee's complete credential number (obtained from their credential card). ***Course providers are required to add the course attendance to the website within 10 days of completion of the course.***

The division provides education course providers with free copies of attendance verification forms that can be filled out by the attendee. If you would like to use these forms, call the Credential Analyst at (608) 266-7874 and request the desired number of copies of Educational Course Roster (form ERS-10795) (R.04/04).

**Approved courses:** When the course is approved, a letter will be sent to the course provider that will contain the following: the hours of approved credit; the credentials to which the hours of approved credit apply; the expiration date of the course; and a course identification number.

The division may specify different numbers of hours of approved credit for different credentials. It is recommended that hours of credit for the specific credentials be included in advertising for the course. If the course is a seminar the hours of credit for specific credentials included should be posted at the site where the course will be taught. The division may make advertising or promotion available to the course provider in an appropriate division publication. Please contact the Credential Analyst at (608) 266-7874 for details.

If the renewal notice box is checked on the front of the form, a renewal notice will be sent to the course provider at least 30 days before the expiration date of the course. If a course is not renewed and is held after the expiration date of the course, people who attend or complete the course after the expiration date will not receive continuing education credit.

The division may rescind an approval of an education course for any of the following reasons: false statements made in application, misrepresentation in application, misrepresentation or false statements in course content, falsification of attendance records. The division may rescind an approval of a course at any time, but not less than 30 days prior to the date the course is scheduled to be held.